



UNITED NATIONS CHILDREN'S FUND
GENERIC JOB PROFILE (GJP)

I. Post Information

Job Title: **Administrative Assistant**
Organizational Unit: **Operations**
Post Location : **UNICEF Argentina CO**

Job Level: **G-5**
Job Profile No.:
CCOG Code: **2A12**
Functional Code: **ADM**
Job Classification Level: **G-5**

II. Organizational Context and Purpose for the job

The fundamental mission of UNICEF is to promote the rights of every child, everywhere, in everything the organization does — in programs, in advocacy and in operations. The equity strategy, emphasizing the most disadvantaged and excluded children and families, translates this commitment to children's rights into action. For UNICEF, equity means that all children have an opportunity to survive, develop and reach their full potential, without discrimination, bias or favoritism. To the degree that any child has an unequal chance in life — in its social, political, economic, civic and cultural dimensions — her or his rights are violated. There is growing evidence that investing in the health, education and protection of a society's most disadvantaged citizens — addressing inequity — not only will give all children the opportunity to fulfill their potential but also will lead to sustained growth and stability of countries. This is why the focus on equity is so vital. It accelerates progress towards realizing the human rights of all children, which is the universal mandate of UNICEF, as outlined by the Convention on the Rights of the Child, while also supporting the equitable development of nations.

Job organizational context:

The Administrative Assistant at the **G-5 level** will act as the administrative focal point for UNICEF (50% of dedication) and the United Nations Agencies that share common premises (50% of dedication). The Administrative Assistant is accountable for procedural and some specialized communications, operational and administrative support services.

Purpose for the job:

Under the supervision and guidance of the supervisor (Administrative Services Officer NOA), the Administrative Assistant GS5 is responsible for executing a broad variety of routine tasks and some specialized for the respective section, requiring thorough knowledge of UNICEF administrative procedures, processes and policies.

III. Key functions, accountabilities and related duties/tasks

Premises

- Monitor the status of the premises and assets within it on a daily basis in accordance with our policies and procedures
- Inform and alert the supervisor about any situation that requires close monitoring
- Coordinate with suppliers purchase, replacement of materials, repairs and other arrangements
- Verify good development of the general maintenance of the premise and its quality standards
- Coordinate with outsourced security, cleaning and reception personnel their daily routines
- Assist the staff with questions and doubts related to the premise
- Monitor the inventories of the library, cafeteria, cleaning and other storage spaces
- On-site focal point for premise operational issues
- Coordinate on Common Premises daily tasks and perform as on-site focal point for queries.

Premises Planning & Project Management

- Ensures the availability of timely, complete and accurate information and data for preparing section work plans and project management plans.
- Help and support on basic research and performs comparative analysis of project/programme related data.
- Support on monitoring project implementation against established milestones and makes recommendations to improve performance.
- Helps ensure timely compliance with agreed deadlines.
- Support in the review of the completeness of data reports with key monitoring and evaluation information.

Premise Communications & Workflow

- Facilitates the communications and workflow of the organizational unit to enhance the efficiency and timeliness of operations and outputs.
- Manages incoming and outgoing correspondence, e-mails and telephone calls.
- Communicates routine and some non-routine information pertaining to the premise.

Premise Invoice Processing

- Responsible for collecting invoices and filing documents for approval and, thereafter processing in VISION.
- Uploads electronic files and verifies results to destination system.
- Responds to client transaction status and other inquiries.

Supplies/Equipment

- Supports management of administrative supplies, office equipment, and updating inventory of items.
- Monitors and supervises adequate and appropriate use of supplies. Ensures that services and maintenance of premises are in accordance with organizational standards.
- Arranges for the purchase and timely distribution of office supplies.

Support to Reception

- Inventory Control
- Telephone Management
- Billing and control of services provided.
- Correspondence Management
- Donor management
- Attendance and cash management

IV. Impact of Results

The scope of key results extends beyond small, discrete teams to impact support services of larger, more complex organizational structures. S/He supports the supervisor in the compilation and coordination of work products, ensuring deadlines are met and that established rules and procedures are followed. The work is standardized; yet the incumbent must apply a good knowledge of guidelines, to operationally support the Division/Office. Key performance indicators go beyond the timeliness and accuracy of work to include planning and organizing the work of the team.

Administrative Assistants at this level represent the supervisor in communications involving the exchange of non-routine information, coordinating and following up on deadlines as well as establishing and maintaining communications with staff across various divisions. Communications require tact and discretion. They may also provide guidance and direction to temporary or lower level staff

V. UNICEF values and competency Required (based on the updated Framework)

i) Core Values

- Care
- Respect
- Integrity
- Trust
- Accountability

Core Competencies

- Demonstrates Self Awareness and Ethical Awareness (1)
- Works Collaboratively with others (1)
- Builds and Maintains Partnerships (1)
- Innovates and Embraces Change (1)
- Thinks and Acts Strategically (1)
- Drive to achieve impactful results (1)
- Manages ambiguity and complexity (1)

VI. Skills

- Advanced level in training and experience using MS Word, Excel, PowerPoint and other UNICEF software such as SharePoint; knowledge of integrated management information systems required.
- Experience using ERP tools (SAP is a must)
- Thorough knowledge of UNICEF administrative policies and procedures.
- Organizational, planning and prioritizing skills and abilities.
- Ability to deal patiently and tactfully with visitors.
- High sense of confidentiality, initiative and good judgment.
- Ability to work effectively with people of different national and cultural background.
- Ability to work in a team environment to achieve common goals and to provide guidance to more junior support staff
- Ability to seek alternative and out-of-the-box solutions
- Ability to systematize and standardize processes
- Sense of initiative, independence and autonomy

VII. Recruitment Qualifications

Education:	Completion of secondary education is required, preferably supplemented by technical or university courses related to the field of work.
Experience:	A minimum of 5 years of relevant administrative or clerical work experience is required.
Language Requirements:	Fluency in English is required. Knowledge of another official UN language (Arabic, Chinese, French, Russian or Spanish) or a local language is an asset.

